

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**

**AIR COMBAT COMMAND INSTRUCTION
36-2850**



30 DECEMBER 2010

Personnel

ACC RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: ACC/A1KMM

Certified by: ACC/A1
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Pages: 7

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*. It establishes the annual Air Combat Command (ACC) Awards Program for all functional areas, except for sports awards. It is not the governing directive; this instruction is instead designed to provide a guide to existing awards that can be used to stimulate competition, increase effectiveness, emphasize and recognize outstanding performance, and improve welfare and morale. This publication does not apply to Air National Guard or Air Force Reserve Command members/units. Maintain records created as a result of this publication in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the Air Force Records Disposition Schedule found on <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the ACC Force Management Office (HQ ACC/A1KMM); 114 Douglas St., Suite 214; Langley AFB VA 23665-2773, using AF IMT 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This instruction replaces Air Combat Command (ACC) Catalog 36-2850, and updates the offices of primary responsibility for ACC special trophies and awards to coincide with the new ACC A-staff structure. Nomination procedures were modified by ACC Vice Commander memorandum dated 18 May 2007.

1. Overview.

1.1. Award programs are one of the most visible means to recognize our top performers. This instruction provides guidance on the staffing process and procedures for award notifications. By adhering to this process, morale and esprit de corps will increase while ensuring commanders remain in control of the recognition program. When an individual or unit earns these honors, notification should come from the appropriate commander in the chain--that is the Commander, Air Combat Command (COMACC). Every effort should be made to make appropriate and timely notification via command channels to appropriately reward the dedication and hard work of our most valuable resource--our people.

1.2. A consolidated list of all Air Combat Command (ACC) sponsored annual awards and participants can found on the HQ ACC/A1KM Force Management Community of Practice (CoP), (<https://www.dmv.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=AC-DP-00-51>). It provides a single point of reference and standardizes all annual functional awards, exclusive of sports awards, sponsored by ACC. It is not the governing directive for the special trophies and awards listed. Please use this listing as a guide to determine suspense dates and offices of primary responsibility for specific special trophies and awards.

2. General. A separate table is reserved for each HQ ACC directorate and staff agency. Questions or requests for information relative to a particular award should be directed to the office of primary responsibility (OPR).

3. Responsibilities.

3.1. The Director of Manpower, Personnel, and Services (HQ ACC/A1) for ACC is responsible for monitoring the awards and special trophy programs for Air Combat Command. This responsibility is accomplished through the Chief, Force Management Branch (HQ ACC/A1KM), who will:

- 3.1.1. Coordinate with each staff agency to ensure all annual awards are included herein.
- 3.1.2. Process additions, changes and deletions to this directive.
- 3.1.3. Coordinate on all supplements or directives pertaining to awards and special trophies processed through ACC staff agencies.
- 3.1.4. Conduct a semi-annual review of awards tables found on the HQ ACC/A1KM Force Management CoP.

3.2. Directors and Chiefs of staff agencies will:

- 3.2.1. Appoint a special trophy and awards monitor to serve as points of contact on all awards matters within their staff agency.
- 3.2.2. Provide the ACC Force Management Office (HQ ACC/A1KMM) current awards data immediately upon a change to an existing award or when an ACC staff agency or its Air Force counterpart establishes a new award.

3.3. Monitoring and processing nominations and all details pertaining to a specific award are the responsibility of the respective functional manager or staff agency concerned.

4. Nomination Procedures. Nomination criteria will be provided to the lower echelon OPR by the responsible ACC staff agency.

4.1. Nomination packages for MAJCOM and higher level awards will be processed on the current version of the AF IMT Form 1206, *Nomination for Award*, using single-spaced bullet format with no more than 30 lines of text for individual and unit/team/program awards.

4.2. HQ ACC award OPRs will advise field staff of procedures via letter, message and/or e-mail, and will include an award template ([Attachment 2](#)) for each award.

4.3. Upon selection of ACC nominees, units will be notified and given a minimum of 10 duty days to comply with mandated format content instructions for a higher level award.

5. Selection Procedures. HQ ACC directors or staff agencies will approve winners of ACC functional awards culminating at the ACC-level except when specifically directed by Air Force instruction. HQ ACC directors or staff agencies will also select ACC nominees for functional awards culminating at a higher level.

6. Notification of Award Recipients. Each HQ ACC directorate and staff agency charged with monitoring awards IAW this instruction is responsible for initiating timely notification to recipients of ACC and Air Force or equivalent awards. When the owning functional directorate receives notification that an ACC member or unit has won an ACC or higher level award, the appropriate director will staff the formal congratulatory package through directorate channels to COMACC within 5 duty days. Congratulatory packages will include:

6.1. Congratulatory letter. COMACC will normally sign letters of congratulations for ACC award winners and ACC winners of higher level awards.

6.1.1. Congratulatory letters will be addressed directly to the individual or the unit commander for organizational/team awards.

6.1.2. Courtesy copies of congratulatory letters will be distributed as follows:

Table 1.1. Letter Distribution.

<u>Nominee Assigned To:</u>	<u>Courtesy Copy to Owning:</u>
Wing and below	Numbered Air Force/Wing/Center Commander
Numbered Air Force	Numbered Air Force Commander
Air Combat Command Headquarters	Air Combat Command Headquarters Director

6.2. HQ ACC Vice Commander (HQ ACC/CV) Notification Message. HQ ACC/CV will release a message notifying the award winner's Numbered Air Force (NAF) or equivalent commander prior to the release of the command-wide announcement. The NAF commander (or equivalent) will in turn advise the wing/comparable level commander to notify the winner as soon as possible. The intent is for the recipient to be notified in person by his or her chain of command vice learning of the honor through other channels.

6.3. Functional directorate message announcing the winner throughout the command. This message will be released within three duty days after HQ ACC/CV notification message notifying the award winner's Numbered Air Force (NAF) or equivalent commander.

6.4. HQ ACC/CV Endorsement Memorandum. If required, HQ ACC/CV endorsement memorandum nominating the ACC winner to the next award level, i.e. nominating ACC winner to USAF- level.

7. Procedures for Obtaining Plaques and Engraving Services.

7.1. FSS is the focal point for monitoring the official non-appropriated fund plaque program and for providing local assistance to unit project officers.

7.2. Each unit will establish an internal system for determining and ordering their plaque requirements. Engraving services may be accomplished using the unit's Air Force Government-Wide Purchase Card.

8. Presentation of Awards. Presentation will be as prescribed by the HQ ACC directorate or staff agency responsible for the award. If presentation is desired below ACC-level, the presentation plaque should be forwarded to that level. Remaining correspondence will be routed through the appropriate chain of command.

9. Additions, Deletions and Changes.

9.1. Changes or deletions will be submitted to HQ ACC/A1KMM by the award OPR via email or AF Form 847, *Recommendation for Change of Publication*.

9.2. Requests for inclusion of new awards will be submitted in table format, using the format prescribed within this directive.

9.3. Indicate the governing directive for the award; if no directive exists indicate the respective HQ ACC directorate or staff agency (e.g., annual ACC Directorate of Manpower, Personnel and Services (HQ ACC/A1) message). OPR indicates responsible HQ ACC directorate or staff agency for respective award.

9.4. HQ ACC directorates and staff agencies are responsible for notifying units of any changes, deletions or additions concerning their respective awards and should not wait until publication or a change to this directive to notify subordinate units.

10. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*; and AF Form 1206, *Nomination for Award*.

WILLIAM M. FRASER III, General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

Abbreviations and Acronyms

ACC—Air Combat Command

COMACC—Commander, Air Combat Command

HQ ACC/A1—ACC Directorate of Manpower, Personnel and Services

HQ ACC/A1KM—ACC Force Management Branch

HQ ACC/A1KMM—ACC Force Management Office

IAW—In Accordance With

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

Attachment 2

COMPLETION EXAMPLE OF AF FORM 1206

Figure A2.1. Example of AF Form 1206 (Front).

NOMINATION FOR AWARD		
AWARD ACC Self Help Award	CATEGORY (If Applicable)	AWARD PERIOD Annual
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA John "Snuffy" Smith	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU ACC
DAFSC/DUTY TITLE 1234/Self Help Guy	NOMINEE'S TELEPHONE (DSN & Commercial) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 12 CES/CEOS/123 State Street/VA/12345		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John H. Smith/123-4567		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Award Description: Functionals establish/publish short description of award, recommended length is two lines. Lengthier description information should be placed on the back of the form.</p> <p>Eligibility: Functionals establish/publish guidance on eligibility. Address rank, qualifications, duty requirements as appropriate. Include nominee's "go-by" name as provided in the example above.</p> <p>Criteria: Functionals establish published criteria and weighting as applicable. Lengthy clarifications or explanation of scoring process should be placed on the back of the form. Recommend no more than 2-3 criteria, focusing on actions like duty performance, contributions to AF efficiency or contributions to combat capability. Existing criteria outside of duty performance e.g. self-improvement and community service, may be used after functional revalidation.</p> <p>Acronyms used: Acronyms used in (functional inserts AFI number) may be used without spelling out. Other acronyms should be spelled out in this section.</p> <p>-----</p> <p>- Nomination inputs: Maximum of 20 lines, criteria headings count toward total. Bullets should be single lines, with no sub-bullets.</p>		

Figure A2.2. Example of AF Form 1206 (Back).

NOMINATION FOR AWARD <i>(Continued)</i>
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> SrA John A. Smith
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> INSTRUCTIONS/ADDITIONAL INFORMATION FOR THE (TITLE) AWARD: <ul style="list-style-type: none"> - Award POC is (name, office symbol, e-mail, phone). - Current form and guidance for this award is posted to (insert web address, ACC Community of Practice (CoP), hyperlink, etc). - This award is due to (name or office symbol) NLT (date). Submit award by posting to (insert web address, CoP, hyperlink, etc. or by e-mailing) to (insert award POC). AF Form 1206 must be in IMT format. - Overstrike demographic information and provide actual information. - Do not change Award Description, Eligibility, or Criteria wording on this form. Ensure all award inputs directly support these guidelines. Inputs outside the guidelines will not count toward the award score. - Criteria headings are not required. If used, headings count toward maximum 30 lines of information. - Award scoring: (points breakout by criteria if applicable). - Criteria/Scoring Explanation: - This nomination must be unclassified. - In the event of a discrepancy between published guidance and this form, instructions on this form will take precedence.